

YOUTH SERVICES POLICY

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| Title: Crime Victims Notification Next Annual Review Date: 05/21/2010 | Type: C. Field Operations Sub Type: 1. General Number: C.1.7 |
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| References: ACA Standard 2-CO-1A-14 and 2-CO-4G-02 (Administration of Correctional Agencies); La. Const., Art. I, Section 25; La. R.S. 15:574.12, 46:1841-1844, C.Cr.P. Art. 894.1, and Ch.C. Arts. 811.1, 811.3, and 890 (A)(2); YS Policy No. C.2.1 "Reporting and Documenting Escapes, Apprehensions, Runaways and AWOL's" and OJJ Juvenile Electronic Tracking System (JETS) Procedures. | |
| STATUS: Approved | |
| Approved By: Mary L. Livers, Deputy Secretary | Date of Approval: 05/21/2009 |

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To outline procedures for response to referrals from the Crime Victims Services Bureau (CVSB) regarding crime victim notifications made directly to any office or facility of Youth Services (YS).

III. APPLICABILITY:

Assistant Secretary, Deputy Assistant Secretaries and Youth Facility Directors.

IV. DEFINITIONS:

Crime Victims Services Bureau (CVSB) - a public service of DPS&C Corrections Services which enables victims of crime to register for notification, and facilitates access to information available to crime victims.

Victim – a person against whom a felony-grade delinquent offense has been committed.

Victim's family – a spouse, parent, child, stepchild, sibling, or legal representative of the victim, except when that person is in custody for an offense or is the defendant.

Victim/Witness Notification Request Form – a form on which a victim/family member of a victim or witness requests registration and/or notification in accordance with Children's Code Article 811.1. The form is available through law enforcement agencies, DA's offices, DPS&C, Corrections Services, OJJ and the CVSB.

V. POLICY:

It is the Deputy Secretary's policy to ensure compliance with the law governing the rights of victims and, in response to referrals from the CVSB, to facilitate access to information as per the law, to enhance responsiveness to victims by staff, and to cooperate with other criminal justice agencies and victim advocacy groups.

VI. PROCEDURES:

- A. Corrections Services maintains a toll-free telephone line to the CVSB. The bureau assists callers with registration for notification and makes referrals.
- B. When a Victim/Witness Notification Request Form is received in any unit of YS, staff will respond timely and in a manner consistent with the requirements of this and other YS policies governing release of information and victims' rights. No youth in a secure facility shall receive information about another youth in a secure facility by filing a Victim/Witness Notification Request Form.

VII. CONFIDENTIALITY:

Both the information contained in a Victim/Witness Notification Request Form and the fact that a notification request has been made are confidential. Pursuant to provisions of La. R.S. 15:574.12, staff may answer inquiries from judicial and law enforcement agencies. Any other inquiries shall be referred to the office of the Deputy Secretary.

VIII. PROCESSING OF REQUESTS FOR NOTIFICATION REGARDING YOUTH:

- A. Victim notification laws apply only to youth in a secure facility.

- B. A request for notice involving an adjudicated youth shall be filed using a Victim/Witness Notification Request Form.
- C. When the CVSB receives a Victim/Witness Notification Request Form regarding a youth, the bureau will retain a copy and forward the original to YS. YS will verify the information in the Juvenile Electronic Tracking System (JETS), enter the victim request in JETS, and forward the request to the appropriate facility.
- D. When a facility receives a victim request involving a youth, staff will file it in the youth's case file and ensure that registered victims are notified in accordance with this policy.

IX. NOTIFICATIONS CONCERNING YOUTH IN SECURE CARE:

- A. If a youth escapes, the assigned facility shall immediately notify the district attorney of the adjudicating parish.
- B. When an escaped youth is recaptured, the Control Center at Jetson Center for Youth (JCY) shall notify the district attorney from the adjudicating parish within 48 hours of the youth's return to custody.
- C. In the event of parole, discharge, appeal or release at the time of such appeal, the assigned facility shall notify the registered victim by certified mail.
- D. The district attorney of the adjudicating parish shall be notified of a youth's movement from a secure facility to a non-secure program.
- E. If a youth is released directly to adult custody because of a crime committed as an adult, the facility shall inform the receiving adult unit of the victim notification request on file.
- F. The director of the facility where the youth is assigned is responsible for required notifications, except in the case of recapture, when the Director of JCY is responsible.

Previous Regulation/Policy Number: C.1.7

Previous Effective Date: 05/16/2007



Attachments/References: Notification Request Form.doc